



G-3/5/7 - G3-SOD (PR)

Pre-OCONUS travel File (PRO-File)



HQDA Guidance

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All personnel traveling OCONUS are required to complete ISOPREP. Army personnel will use the Pre-OCONUS travel File (PRO-File) to fulfill this requirement. This applies to all military, Army Civilian, and contractor personnel supporting Army forces. Army forces under the Operational Control of USASOC or USSOCOM are exempt from this requirement and will follow USSOCOM guidance to meet the pre-deployment requirement.



PRO-File Survey

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The data entered into PRO-File surveys is transferred to the Joint Personnel Recovery Agency (JPRA). Once transferred, the data is used to populate a digital ISOPREP on SIPRnet.

PRO-File is the only approved means for Army personnel to fulfill the digital ISOPREP requirement on Unclassified systems.

Task



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All personnel will complete a PRO-File survey in accordance with HQDA guidance.

Conditions



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Requirements:

- A PC running Microsoft Windows® (Gov or personal) with internet access running Internet Explorer® 6.0 or older or Mozilla Firefox® 2.0.0.3
- Valid AKO username and password
- Two digital photographs (see slides 10 and 11 for acceptable photographs)
- A computer printer (to print completion certificate)

Standard



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Complete a PRO-File survey by providing data in all mandatory fields, to include photo upload, and completing a minimum of four questions in at least four of the background question sections.



Accessing PRO-File

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PRO-File

Pre-OCONUS travel File

Powered By
AKO Authentication
SEC ITED-ASD-CADB

[home](#)

[faq](#)

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[logout](#)

Microsoft Internet Explorer



DOD Notice:

NOTICE AND CONSENT LOGON BANNER

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

OK

First: Log into the PRO-File home-page at
<https://medinah.sed.monmouth.army.mil/PRO-File>

Read the DoD Notice and Consent and click "OK"



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Data Entry

If this is your first visit to the PRO-File site,
review the privacy/security policy

When ready, click to proceed with survey

PRO-File Pre-OCONUS travel File

home | **faq** | survey

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About This Site

Before any soldier deploys or goes on TDY Outside the Continental United States (OCONUS), they must complete a **Pre-OCONUS travel File** (PRO-File).

Before completing the survey, be sure to review the **privacy/security** information.

Once you are ready, proceed to the **survey**.

contact us | [privacy/security](#) | conformance: content updated 2007-04-30

If you have previously completed a
PRO-File survey you can retrieve and
print your certificate (see slide 20)

PRO-File Pre-OCONUS travel File

home | **faq** | survey | **certificate**

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Note

Records indicate that you already completed a PRO-File survey on 2005-05-05 05:05:05.

You may view your **Certificate of Completion** by clicking on the **certificate** navigation link.

About This Site

In the **privacy/security** section you will find answers to many common questions about the security of this system, and a copy of the privacy act statement pertaining to this program.

Government Civilian employees
and Contractors note:

Disclosure is mandatory for all
deploying civilians IAW Army G-
3/5/7 guidance (June 2005)

Pre-OCONUS travel File

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survey

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AKO Single Sign-On

SEC-ITED-RSD

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Privacy and Security

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. Sections 1501, 1502, 1513; EO 9397.

Sections 1501 through 1513 of Title 10 are the Missing Persons Act provisions and establish general authority for Personnel Recovery. Executive Order 9397 allows the use of SSN for identification purposes.

PRINCIPAL PURPOSE(S): It is essential to the Personnel Recovery effort for the protection of recovery forces from enemy entrapment. The social security number is used to ensure positive identification.

ROUTINE USE(S): It will be completed by Army forces and civilians who may accompany Army forces while deployed in potentially hostile territory. It contains personal information that may be used to ensure positive identification, to facilitate medical treatment, and to assist in reintegration upon recovery.

DISCLOSURE: The information is necessary since it affects the entire Personnel Recovery mission and effect on individual of not providing information could result in delay or failure of recovery effort.

Military Personnel:

Completion of the survey is **mandatory**.

Civilian Personnel:

Completion of the survey is **mandatory** for all **deploying** civilians IAW Army G-3/5/7 guidance (June 2005). If you do not agree to voluntarily disclose your information, notify your supervisor to request alternate means of fulfilling this requirement.

Cookies

Access to this web site requires that cookies pass properly between your web browser and this web server. Cookies are required in order to be able to login using AKO Single Sign-On.

JavaScript

Access to this web site requires that JavaScript be enabled in your web browser. JavaScript is required in order to be able to login using AKO Single Sign-On.

contact us | privacy/security | conformance: W3C HTML 4.01 | W3C CSS 2.1 | 800-600-SAFE

content updated 2007-05-22

Example Photos



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Unacceptable



Natural hair color is required. Hats are not allowed, eyewear is not recommended.



No obstructions to full view of head and facial features. (Head facing to either side, not front)



Acceptable



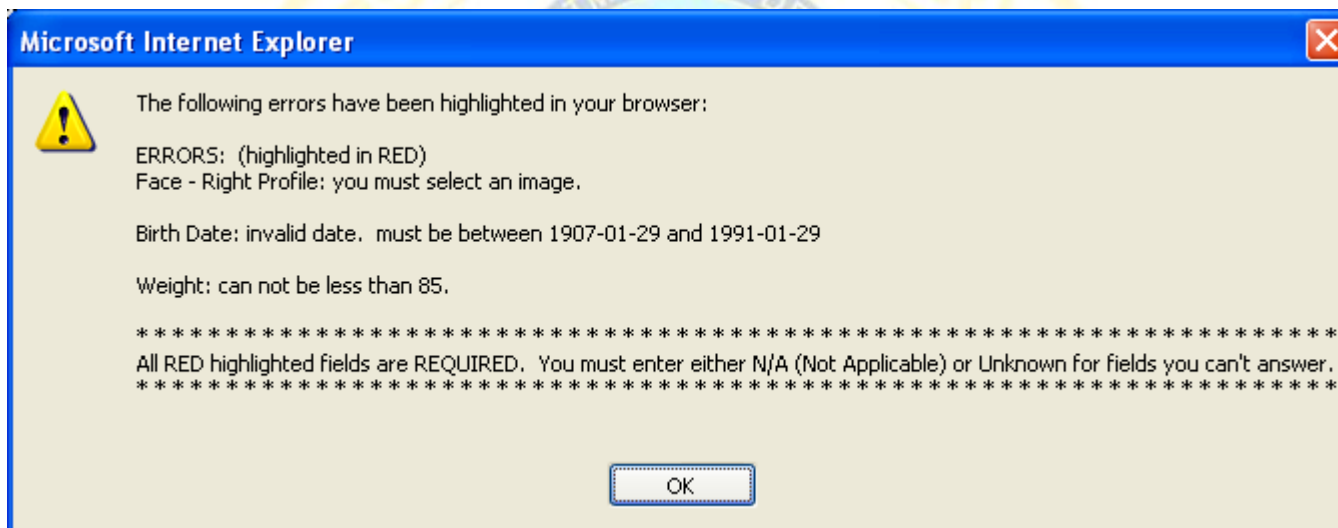
Profile view facing either direction is acceptable.



Data Entry

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If data is incomplete or improperly formatted, the program will display an alert and allow the user to correct deficiencies.





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Data Entry

Correct any invalid data by reviewing areas shaded in red. Make sure corrections are formatted correctly (if applicable) and that all shaded areas are corrected.

When finished with corrections, click the “submit” button at the bottom of the page again. If all data entries are valid proceed to the certificate page (next slide). If errors still exist, repeat the steps on this slide.

Pre-OCONUS travel File

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 SEC-ITD-ASD

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Fields marked * are **mandatory**. If you don't have an answer, enter NA or N/A (Not Applicable) or unknown.
 Fields marked ~ are **recommended** -- you must complete these fields if they apply to you.

Name	
Grade	E-1
Last Name	Smith
First Name	John
Middle Initial	Q
Go By Name *	<input type="text" value="Pedro"/>

Photos	
Face - Front * <input type="text"/> <input type="button" value="Browse..."/> max file size: 200k	
Date Front image taken * <input type="text"/> YYYY-MM-DD (you must include the dashes)	
Face - Profile * <input type="text"/> <input type="button" value="Browse..."/> max file size: 200k	<div> <p>You Must Upload a Photo</p> <p>The size of the file MUST NOT be more than 200k</p> <p>Any picture of you is OK. You do not need to be in uniform.</p> </div>
Date Profile image taken * <input type="text" value="2007-01-31"/> YYYY-MM-DD (you must include the dashes)	



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Data Entry

- After successful data entry the program will display a certificate for the user
- Certificate will include your name, your UIC, and the date-time-group of completion
- PRO-File will automatically generate a unique certificate number for the session
- This certificate should then be printed and presented to the user's supervisor or PRO

Users without a printer available at their location can screen-capture or print to a file and then e-mail the file to their supervisor/PR Manager

PRO-File Pre-OCONUS travel File

home faq survey **certificate** logout

CERTIFICATE OF COMPLETION

This certifies that
PV1 John Q. Smith
 has successfully completed
The Pre-OCONUS travel File (PRO-File)
 on
2005-05-05 05:55:05

UIC: ABC123 Certificate # {1704C36F-8AAE-4382-96F9-51FD4997EBBA}

print...

contact us | privacy/security | conformance: W3C HTML 4.01 W3C CSS 2.1 S505 800-600SAFE

Submitted information **can not** be retrieved by the individual. To reproduce certificates return to log-in screen and select certificate from the tabs at the top of the page.

CAJMTC ISOPREP

When Civilian has printed their Certificate have them write their Name and the last 4 of their SSN on the bottom of the Certificate. If you did the ISOPREP on SIPR net then you need to get a memo from your security manager stating that you completed it and bring this with you.



Frequently Asked Questions

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- Where did the requirement for PRO-File come from, and who authorized the program?

Completion of ISOPREPs has been a pre-deployment requirement since the beginning of the Global War on Terror. PRO-File was developed to make it easier to meet this requirement and standardize the format across the force. Authorization came from the Chief of Staff of the Army, through the Army G-3/5/7 to increase Personnel Recovery capability.

- I am a tactical commander with thousands of troops to manage. What benefit does my command receive from participation in the PRO-File program?

First and foremost your command will no longer have to spend additional time and effort to manage the classified ISOPREP forms which the PRO-File program will replace. The new system automates the entire process. This gives back time to your Soldiers for training and preparation for their METL tasks. PRO-File is also the first tool for this purpose available to every Soldier, regardless of security clearance or duty assignment, that can be completed at home or in their barracks. Also, use of PRO-File and PRMS enhances the capability to successfully recover your Soldiers regardless of their geographic location or OPCODE/TACON status.

- I only have 90 training days left until my unit deploys. Why should I shift focus to filling out online surveys when my Soldiers should be conducting tactical training?

Your Soldiers can complete the survey at home, on leave, or from a local internet café. PRO-File was developed with your command's time management in mind so that you can continue with your training plans without significant impact.

- If I allow my Soldier's to do this on their off-time, how will I track their completion for pre-deployment?

Your PRO or PR staff-section has the ability to track, by-name, who in your command has or has not completed a survey within a five minute window of accuracy. Each Soldier also receives a completion certificate which can be filed in their training records and into their Digital Training Management System (DTMS) in AKO.



Frequently Asked Questions

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- I am a civilian. Do I have to complete the survey?

At this time, survey completion is required by HQDA for all DA/DoD Civilians and DA/DoD Contractors accompanying forces overseas. (Army G-3/5/7 guidance June 2005)

- I don't have a digital photo. Can I submit my survey without one?

Current photographs are critical for recovery forces to positively identify you if you are isolated. You must provide digital photographs for the survey.

- I have completed the survey and printed my certificate. Now what do I do?

Keep a copy of your certificate for your records and then provide a copy to your immediate supervisor or your Personnel Recovery Officer (PRO). You can return to the site any time to print a copy of your certificate.

- How often will I have to complete the PRO-File survey?

You should only have to complete the survey one time during your military career. PR managers can transfer your data to your gaining UIC when you out-process your losing unit.

- What if my information changes, or I realize that I made a mistake on my survey?

You have two options to correct information provided to PRO-File. First, you can visit the survey site and complete a new survey. The more preferred method is to visit your PRO who can access and update your survey information in PRMS.

- What can I do if I receive an error when I submit my survey?

Each error message will automatically be reported to the PRO-File system administrator. Follow the provided e-mail link; they will assist you in completing your survey. Non-technical issues or general questions dealing with command guidance and PR programs should be addressed to your chain of command.

CAJMTC ISOPREP

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